

Time4Learning Purchase Order (PO) Service Agreement

Time4Learning is an approved vendor for many **homeschool charter schools** and is a popular choice for homeschool families. Time4Learning offers families who educate their children through a homeschool charter school a standards-based curriculum with a student-centered focus and a high level of interactivity.

This agreement is necessary to process your orders successfully. Time4Learning.com requires all approved homeschool charter schools to complete and return this agreement. Orders cannot be processed until it is returned.

This is an agreement executed this _____ day of _____, _____.
Month Year

_____ agrees to and understands the following:
Charter School Name

1. Order Processing

1.1 POs need to be separated by family or child and **MUST** include the following:

- Student first and last name
- Student grade level
- Parent first and last name
- Parent email address
- Teacher email address
- Number of months requested (**POs that indicate specific start/end dates will NOT be processed**)
- No Blanket POs will be accepted

POs not complying with these requirements cannot be processed

1.2 Submit all POs by email or fax.

- support@time4learning.com
- Fax 954-827-7600

1.3 Account Processing

➤ New Student Accounts

Step 1: Registration instructions are sent to the parent via email when the PO is received. (**Student name registered MUST match name on the PO**)

Step 2: The student's account will be setup within 24 hours after the parent completes the registration. Login instructions will be sent via email.

Step 3: A confirmation will be sent to the parent via email verifying the number of months indicated on the PO.

➤ Existing/Previous Student Accounts

Step 1: The student account will be setup within 24 business hours.

Step 2: The parent will receive an email verifying the login information and the number of months indicated on the PO.

If the parent has not heard from us within 48 hours of submitting the PO, please call 888-771-0914 to verify receipt

2. Invoice Processing

2.1 Pricing - The cost is \$25 a month per student via POs. (Approved charter schools that **don't** require billing after services are rendered may be entitled to standard pricing. Contact 888-771-0914 for more details.)

2.2 Invoicing- Invoices are generated on the first of every month. They will include all active accounts in the prior month, regardless of when they were setup. Pos submitted for more than one month will be billed out month by month on **multiple invoices on the first of each month**.

2.3 Payment Terms – Net 30 days; Accounts past due 45+ days may be subject to suspension of student accounts. For accounts that become past due 90+ days, schools will be on a credit hold and no new POs will be processed until account is brought current.

3. Cancellation Policy

3.1 PO cancellations can be requested at anytime via email.

3.2 To avoid additional charges, cancellations must be received prior to the 1st of each month.

3.3 No refunds or credits will be issued against POs that are cancelled after they have already been invoiced.

3.4 No prorating or substitutions will be permitted.

We look forward to providing you and your families the best service possible!

Please provide the following information so we can process the approval in our system:

Homeschool Charter School Name _____

Billing Address _____

Accounts Payable Contact _____ Phone _____

Fax Number _____ Email Address _____

How do you wish to receive your invoices? _____Mail _____Fax _____Email

I hereby agree to the terms and conditions outlined above.

Printed Name

Date

Signature

Please sign and fax back to 954-827-7600. Feel free to contact us at 888-771-0914 or support@time4learning.com with any questions.